

PLEASE READ

2006

NOTICE TO LICENSEES

Please read the following before filling out your License Renewal/CE Reporting Form

LICENSE RENEWAL & CONTINUING EDUCATION REPORTING

You must report 8 Hours in order to renew your license(s). Please report all hours earned. If you have hours to carry over for next year (a maximum of 4 hours) please report those on this renewal. If you reported carryover hours last year, we will have a record of those on file. **DO NOT SEND YOUR INDIVIDUAL PROOF DOCUMENTS.** It is the licensee's responsibility to keep track of hours; those documents are for your records. To check for compliance, the Board will conduct a random survey of renewal forms and cross check them against attendance rosters.

EXEMPTIONS FROM CONTINUING EDUCATION

If you were licensed this year, you are exempt. If you are inactive (not working), you are exempt. If you are 65 years of age, and have had a license for 20 consecutive years, you are exempt. If you have a lifetime license, you are exempt. If you live out of State and do not practice in the State of Arkansas, you are exempt. Indicate what exemption you are claiming by writing on the renewal form.

ILL OR DISABLED EXEMPTION FROM CE

If you are seriously ill or disabled, the Board must be notified and provided with proper documentation from your personal physician. This documentation must be returned with your renewal. The Board will review such exemption requests on a case by case/year by year basis. **If you are practicing Funeral Directing and or Embalming at all, you may not claim this exemption.**

IMPORTANT

Remember to complete the reverse side of your application. If it is not complete, it will be returned.

In order to renew your license(s) for 2006, the form must be completed and correct fees must be included. Renewals are due in the Board office by December 31, 2005. Delinquent fees will be assessed if forms are not in the Board office by January 31, 2006. Delinquent fees are \$50.00 dollars per quarter/per license. If your renewal is incomplete in any way it will be returned and a \$10.00 handling fee will be assessed. If your renewal is returned and that results in delinquency, the delinquent fees will also be assessed.

2006
LICENSE RENEWAL/CE REPORTING FORM
ARKANSAS STATE BOARD OF EMBALMERS AND FUNERAL DIRECTORS
101 E. CAPITOL, SUITE 113
LITTLE ROCK, AR 72201
501-682-0574 Fax 501-682-0575
YOU MAY RENEW ONLINE: www.arkansas.gov/fdemb

Renewal of your 2006 license(s) is due and payable by **DECEMBER 31, 2005**. Renewals received after **JANUARY 31, 2006** will be assessed a **\$50.00 PER QUARTER/PER LICENSE PENALTY**.

RENEWAL FEES: **\$30.00** FUNERAL DIRECTORS # _____

\$30.00 EMBALMERS # _____

PLEASE PRINT

NAME _____

DATE OF BIRTH _____ **SSN** _____

ADDRESS _____
Street City State Zip

E-mail Address _____

AFFIDAVIT FOR CONTINUING EDUCATION

DATE	LOCATION	COURSE TITLE	HRS	APPROVAL#

Over

Have you ever been convicted of a felony _____? If yes, please explain.

Have you been disciplined or otherwise sanctioned by any other State Board or applicable Regulatory Agency outside of Arkansas where you hold license (s)? If yes, please explain.

Submission of the Renewal/Continuing Education form attests that the information contained herein is true and correct.

Complete Front & Back